

EDITED TASK LISTING

CLASS: CORRECTIONAL COUNSELOR I

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
1.	Works in conjunction with Parole and Community Services Division to ensure proper community placement of civil addict commitments prior to release.
2.	Works with Parole and Community Services Division to ensure proper community placement for civil addicts prior to release.
3.	Travels to camps and provides counseling services for inmates assigned to the camp.
4.	Travels to state or community hospitals to provide counseling services for inmates housed there under psychiatric care.
5.	Reports to program staff and/or supervisors any information received concerning possible crisis situations.
6.	Provides leadership for inmates in group counseling sessions which address personal issues such as family problems, self-awareness, behavior modification, drug addiction, communicable disease, etc.
7.	Processes applications for the Community Prisoner Mothers Program.
8.	Performs as a hearing officer in administrative disciplinary hearings.
9.	Operates a personal computer which makes use of various software applications, i.e., work processing, database and/or spreadsheets.
10.	Makes referrals for a civil addict commitment to appear before the Narcotic Addict Evaluation Authority Board.
11.	Maintain on-going contact with the Parole and Community Services Division.
12.	Attends hearings to ensure the safety of Board of Prison Terms and NAEA members.
13.	Assists in the transportation of inmates to outside facilities.
14.	Assists an inmate in completing an application for social security and processes the application as required.
15.	Accountable for assigned keys.
16.	Accounts for the location and status of an inmate.
17.	Activates the alarm system to alert all staff of an emergency or incident.
18.	Acts as an immediate resource to assist new counselor staff in the performance of their duties.
19.	Acts as an investigative employee on serious disciplinary reports and/or administrative segregation placement orders.
20.	Analyzes case information, prepares recommendations and presents to the classification committee case information and recommendations for modifications to, changes to or the confirmation of an inmate's program.
21.	Appears in court and testifies, if required.
22.	Applies "progressive discipline" techniques.
23.	As a last resort, attempts to physically subdue or restrain a violent inmate individually until assistance arrives.

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24.	Conducts counseling sessions for inmates being released with medical or psychiatric concerns.
25.	Assess and documents the behavioral characteristics of the violent offender.
26.	Assists an inmate in reading and understanding various formal documents and makes referrals to the legal library as necessary.
27.	Assists an inmate in their completion of a court required parenting program if that program is available.
28.	Assists in the search of missing or escaped inmates.
29.	Assists in the suppression of fires.
30.	Assumes the role of a unit supervisor when delegated to do so.
31.	Attends meetings.
32.	Attends training courses.
33.	Calls communications/control unit to inform them of inmate movement.
34.	Censors suspicious mail.
35.	Completes a Notice of Registration Requirement form when necessary for arsonists, sex offenders and narcotics offenders who are preparing for release to parole.
36.	Completes a Re-admission Summary for parole violators who either have new terms or have been returned to custody.
37.	Completes an inmate's Emergency Notification and Social Factor Sheet which includes information regarding the inmate's parents, siblings, marriages, common law relationships, children, etc., as required.
38.	Completes and updates an inmate's emergency and next of kin contact information as required.
39.	Completes and updates the Critical Information Sheet which documents an inmate's enemies, gang affiliations, committed assaults, etc.
40.	Completes the Detention Processing Unit Screening document for parole violators who have been returned to custody and forwards the document to the supervising counselor for review.
41.	Conducts a thorough search of living units and other areas and their contents.
42.	Conducts an interview to establish information on an inmate's programming and housing needs and to explore the inmate's interest and potential in available programs.
43.	Conducts clothed and/or unclothed body searches.
44.	Conducts counseling sessions with individual inmates to assist in their adjustment to incarceration.
45.	Conducts counseling sessions with two or more inmates in an attempt to verbally resolve a conflict.
46.	Conducts crisis intervention sessions with inmates individually and with other staff.

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47.	Confers with supervisors concerning facility operations, policies and procedures.
48.	Confronts inmates violating rules and exhibiting inappropriate behavior.
49.	Consults with medical personnel when necessary to gather case information.
50.	Coordinates an inmate's approved Temporary Community Leave, i.e., obtains documentation of approval, develops community contacts, arranges transportation, completes required paperwork, schedules inmate for classification committee, if required, etc.
51.	Defends self against an inmate who may be armed with a weapon.
52.	Delivers Miranda Rights Warnings.
53.	Detains an inmate who commits a crime within the facility.
54.	Develops and substantiates recommendations concerning an inmate's programming, release and/or emotional well-being.
55.	Develops individualized inmate programs.
56.	Develops informal lines of communication within the facility to obtain information on an inmate's behavior, i.e., work supervisors, vocational instructors, teachers, informants, etc.
57.	Develops informal training materials.
58.	Directs actions of officers arriving to assist in emergency situations and/or incidents.
59.	Discusses individual case dynamics, difficulties and casework issues with unit staff as necessary.
60.	Distributes the Classification Action Sheet to appropriate institution staff.
61.	Ensures all due process mandates surrounding inmate classification are met.
62.	Ensures that an inmate signs necessary legal and financial documents.
63.	Enters casework and classification data information into and operates an on-line computer system.
64.	Escorts an inmate within the security perimeter.
65.	Establishes an inmate's eligibility to marry and processes marriage requests via administrative requirements and the county clerks office, i.e., divorce decrees, statement of intent from a prospective bride/groom, etc.
66.	Evaluates an inmate's eligibility for the work incentive program and offers the inmate a waiver to participate, if eligible.
67.	Evaluates cases as prompted by an on-line computer system's printouts, reports from the Office of Information Systems, etc.
68.	Explains program eligibility to an inmate.
69.	Facilitates an inmate's telephone call to family in emergency situations.
70.	Gathers information from the inmate daily movement sheet.

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71.	Gathers, reads, verifies, evaluates and summarizes orally and/or in writing information from a variety of sources, reports and evaluations to assist in the initial classification, reclassification or programming review of an inmate, i.e., central file, offense history, background, probation reports, court documents, abstracts of judgment, diagnostic evaluations, administrative determinates, etc.
72.	Gathers, verifies and evaluates information regarding injuries to an inmate.
73.	Gives verbal directions to inmates, explains behavior expectations, encourages and provides guidance for appropriate, positive inmate behavior.
74.	Helps carry people on a stretcher.
75.	Identifies and observes group agitators.
76.	Identifies and schedules for classification those inmates who have active holds requiring special treatment.
77.	Identifies and seizes contraband and/or evidence.
78.	Identifies potential riot situations.
79.	Initiates gate clearances and notifies inmates of institution visitors (attorneys, social services agents, etc.)
80.	Initiates out of state transfer or parole processes.
81.	Initiates the preparation of inmate passes or ducats.
82.	Interprets and verbally clarifies institutional policies, procedures, rules and regulations for an individual inmate and/or an orientation group.
83.	Interviews an inmate assigned to disciplinary detention as a result of a disciplinary hearing and responds to the inmate's questions and needs.
84.	Interviews an inmate to gather, verify and/or evaluate information following an incident or disciplinary action.
85.	Interviews inmates temporarily assigned to higher custody and responds to questions and needs.
86.	Interviews inmates to gather information.
87.	Investigates and processes requests for regular or conjugal family visits, makes recommendations for approval/denial and obtains necessary documents (proof of marriage, birth certificates, etc.).
88.	Investigates the need and makes recommendations for special case review.
89.	Listens for unusual sounds that may indicate illegal activity or disturbances.
90.	Locates an inmate not appearing for their scheduled classes, appointments and/or activities.
91.	Maintains a chronological log of events taking place during an incident for the incident commander.
92.	Maintains a valid driver's license.
93.	Maintains all mandatory peace officer qualifications, i.e., firearms, chemical weapons, etc.

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94.	Maintains confidential information in a secure location and shreds when appropriate using an electronic shredding machine.
95.	Maintains manuals.
96.	Maintains the casework book for all inmates on the caseload.
97.	Maintains written and oral communication with social services agencies to address child custody and placement matters, court hearings, etc.
98.	Makes presentations to unit staff, administration, committees and/or the public.
99.	Makes recommendations for an inmate's cell move.
100.	Makes recommendations for an inmate's housing and program assignments based on classification data.
101.	Makes referrals for inmates with unresolved problems.
102.	Meets with an inmate to assist in the interpretation of approved parole plans and to discuss with the inmate the plan's provisions.
103.	Meets with an inmate to discuss and stimulate success in academic and/or vocational education endeavors.
104.	Meets with an inmate who is eligible for release to discuss the release process, the inmate's release plans, preparation for work furlough and/or outside employment and available community resources.
105.	Monitors an inmate's progress in their program by performing on-site visits, consultations with work supervisors and/or teachers, evaluations of work performance reports, etc.
106.	Moves a restrained, resistant inmate to or from a cell or other place of detention with assistance from other staff.
107.	Notifies an inmate of denial for participation in a program, i.e., CCRC, mother-infant, etc., and advises the inmate of the appeal process.
108.	Notifies appropriate institution staff of an inmate's privilege group change.
109.	Observes and evaluates an inmate's performance and behavior in various institutional settings, i.e., in class, on the job, on the yard, etc.
110.	Observes inmates for symptoms of alcohol or drug abuse, documents findings and takes appropriate action.
111.	Observes inmates who may be suffering from mental/emotional disorders, documents findings and takes appropriate action, i.e., assess documented indicators of potential suicide, and takes emergency steps to prevent inmate suicide.
112.	Obtains an inmate's signature on their Conditions of Parole.
113.	Obtains regular or emergency medical, dental or psychiatric assistance for an inmate.
114.	Operates a metal detector for use in a weapons search.
115.	Operates gates and doors which can sometimes be heavy.
116.	Participates as a member of various classification committees.

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117.	Participates in task forces, special committees, advisory groups, etc.
118.	Performs as a process server.
119.	Prepare/process a recall of commitment for the superior court for a terminally ill inmate who has been diagnosed as having six months or less to live to obtain a recall of commitment pursuant to Penal Code Section 1170(d).
120.	Prepares a weekly classification review schedule.
121.	Prepares an inmate's central file for review by attorneys and other legal professionals.
122.	Prepares and dictates case factors, committee decisions and recommendations for the transcription of classification chronologies, Board of Prison Terms reports Release Program Studies, Narcotic Addict Evaluation Authority and the courts, etc.
123.	Prepares and routes notices of adverse classification action to inmates.
124.	Prepares annual and special progress reports for "Boarders" from other states and from the Federal Prison System.
125.	Prepares correspondence, inter-departmental memos and other administrative paperwork.
126.	Prepares diagnostic evaluation reports pursuant to Penal Code Section 1203.03.
127.	Prepares inmate progress or performance reports.
128.	Prepares recommendations and processes documents for credit restoration and credit loss.
129.	Prepares release program studies and/or Community Correctional Re-entry Center documents and distributes to appropriate locations.
130.	Prevents unauthorized inmate communications.
131.	Processes and attempts to resolve informal inmate appeals and ensures due process mandates surrounding inmate appeals are met.
132.	Proofreads final, typed reports and studies, signs and submits to the supervising counselor for review.
133.	Protects and maintains the safety of persons and property and responds to emergencies or disturbances occurring within the facility.
134.	Provides an inmate with staff assistant services by obtaining information from various facility staff and/or by representing an inmate in classification committees, hearings and/or investigations.
135.	Provides back-up coverage for absent counselors and/or vacant counselor positions.
136.	Provides counseling services for inmates housed in Administrative Segregation, Security Housing Units, Protective Housing Units and/or Special Program Closed Unit by walking from cell to cell.
137.	Provides in-service training instruction.

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138.	Provides leadership in unit meetings held to exchange case information, to discuss the appropriate handling of a "sensitive" inmate, to address unit problems, etc.
139.	Provides on-the-job training for new counselors.
140.	Provides special counseling needs required by inmates confined to the institution hospital or infirmary.
141.	Reads facility rules, policies, procedures, regulations, post orders and formal written materials.
142.	Records the findings and decisions of disciplinary committees.
143.	Records/dictates Classification Committee actions.
144.	Refers an inmate for a medical or psychiatric evaluation and recommendation.
145.	Refers an inmate to Parole and Community Services Division under Penal Code Section 667.5, the Career Criminal Act.
146.	Refers psychiatric cases for a Penal Code Section 2960 evaluation.
147.	Replaces or assists custodial staff during emergency situations and/or incidents, i.e., evacuation of inmates from housing units, facility lock downs, preparing and serving meals and other custody duties as required.
148.	Reports records pilferage, security violations and other illegal activities carried on by staff and/or inmates.
149.	Requests a letter of inquiry be submitted to the counties for identification of potential holds, warrants or detainers on an inmate.
150.	Resolves time card and time gap discrepancies for an inmate.
151.	Resolves trust account and canteen discrepancies for inmates.
152.	Responds to questions and provides case information including possible crisis situations to the supervisory counselor, Classification and Parole Representative, Program Administrator, Associate Warden and/or other administrative staff.
153.	Responds to written and verbal inmate requests and complaints.
154.	Responds to written and/or telephone correspondence from inmates' families, public agencies, attorneys and others.
155.	Reviews and processes an inmate's request for approval to correspond with other inmates or parolees.
156.	Reviews and reports undocumented restitution to the appropriate case specialist and/or to the Classification Committee.
157.	Reviews and responds to changes documented in the Departmental Operations Manual, the Director's Rules, Administrative Bulletins, General Orders and Official Memorandums.
158.	Reviews case information and prepares recommendations for an inmate to participate in volunteer programs.

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159.	Reviews court documents for an inmate's commitment offense and term, probation officer reports, abstracts of judgment, etc. to prepare recommendations for the custody level, facility and housing placement of an inmate (the Institution Staff Recommendation Summary) and forwards to the Classification Staff Representative for review.
160.	Reviews existing records for completeness and prepares forms, cards and other paperwork as necessary to establish or update an inmate's departmental records.
161.	Reviews the classification score and makes recommendations for the custody level of an inmate.
162.	Reviews the classification score and makes recommendations for the custody level of an inmate.
163.	Reviews the Parole Agent's charge sheet for Parole Violators who have been returned to custody in order to make recommendations for the inmate's facility placement.
164.	Reviews the Source of Information Sheet completed by an inmate which documents the inmate's social history, military service, past employment, education, etc.
165.	Reviews, makes recommendations for approval or disapproval and processes an inmate's request for withdrawal of funds from a trust account.
166.	Runs to the scene of a disturbance or emergency.
167.	Runs up or down stairs when responding to an alarm.
168.	Schedules an inmate for a classification committee hearing.
169.	Serves an inmate with and subsequently processes a Notification of Revocation and Screening offer from the Board of Prison Terms.
170.	Serves an inmate with the notification of a hold, warrant or detainer.
171.	Serves as a resource for identifying staff training needs.
172.	Supervises inmate workers.
173.	Takes inmates' fingerprints as required.
174.	Transports inmate central files over a substantial distance, both inside and outside of buildings.
175.	Upon request, provides guidance to other custody staff with respect to report writing, policy and standard operating procedure.
176.	Uses departmental weaponry to assist other custodial staff in emergency situations.
177.	Uses the Microfiche machine to gather information on an inmate.
178.	Uses weaponless defense tactics.
179.	Utilizes a radio to communicate with staff in emergency situations, during outside transportation detail, etc.
180.	Verbally resolves conflicts between inmates.

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Task #	Task
181.	Watches for indications of illegal activity in normal lighting or in relative darkness.
182.	Wears a protective vest while performing duties as required.
183.	With assistance, physically subdues or restrains or separates a violent inmate(s).
184.	Writes a report containing short paragraphs and/or documenting a sequence of events.
185.	Writes confidential memos, disclosure forms, etc.
186.	Writes evidence, special incident, rule violation and/or contraband recovery reports.
187.	Writes relevant case information in the unit folder of an inmate housed in Administrative Segregation, a Security Housing Unit or a Protective Housing Unit.